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## **Equality, Diversity and Inclusion Policy**

## BSUK Equality, Diversity and Inclusion (EDI) Policy

BaseballSoftball UK (BSUK) recognises the importance of equality within the sports sector and the wider community on behalf of our staff, members and participants. BSUK is committed to help ensure access to our services and activities for any person regardless of individual circumstance or background.

BSUK recognises that we live in a diverse society and is fully committed to the principles of equality of access and opportunity and to the elimination of unlawful and unfair discrimination.

Equality of opportunity and diversity are fundamental to our vision and values and are supported by appropriate policies, procedures and good practice. All of our Policies and Procedures have been produced to prevent and tackle any potential or current discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect.

Equality, Diversity and Inclusion (EDI), ensures fair treatment and opportunity for all. It aims to eradicate prejudice and discrimination on the basis of an individual or group of individuals' protected characteristics, which are: -

- Age
- Disability,
- Gender reassignment
- Martial or civil partner status
- Pregnancy or maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

BaseballSoftball UK takes seriously its role in recognising and removing any barriers faced by people involved or wanting to be involved in our sports, in any capacity, to ensure the culture of our sports are improved to one that values diversity and enables the full involvement of disadvantaged groups in every aspect of our sports.

Our Equality, Diversity and Inclusion (EDI) Policy sets out a number of proactive steps that will be taken to ensure that the principles of equality of access and opportunity are adhered to by BSUK staff and officials in our work and on behalf of our members.

BSUK will seek legal advice each time the policy is reviewed to ensure it continues to comply with all legislative requirements.

### **Discrimination, harassment, bullying and victimisation**

Discrimination can take the following forms:

**Direct Discrimination** - This means treating someone less favourably than you would treat others in the same circumstances.

**Indirect Discrimination** - This occurs when there's a practice, policy or rule which applies in the same way for everybody but has a disproportionate and detrimental effect or particularly disadvantages people with a certain Protected Characteristic. In such circumstances the person with the Protected Characteristic will be indirectly discriminated against if they are put at that disadvantage, unless the person applying the practice, policy or rule can objectively justify it.

When decisions are made about an individual, the only personal characteristics taken into account will be those which, as well as being consistent with relevant legislation, are necessary to the proper performance of the work involved.

**Discrimination by perception:** This occurs when a person is discriminated against because they are thought to have a particular Protected Characteristic.

**Discrimination by association:** This occurs when a person is treated less favourably because they are linked or associated with a Protected Characteristic

**Harassment** is described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be directed towards people because of their gender, appearance, race, colour, ethnic origin, nationality, age, sexual preference, a disability or

some other characteristic.

BSUK is committed to ensuring that its employees, members, and volunteers are able to conduct their activities free from harassment or intimidation.

**Bullying** – This is described as the misuse of power, the act of criticising persistently or to humiliate and undermine an individual's confidence.

**Victimisation** is defined as when someone is treated less favourably than others because he or she has taken action against BSUK under a relevant Act/regulation or provided information about discrimination, harassment or inappropriate behaviour.

BSUK regards **discrimination, harassment, bullying or victimisation**, as described above, as serious misconduct and any employee, volunteer or member who discriminates against, harasses or victimises any other person will be liable to appropriate disciplinary action.

## **Responsibility, implementation and communication**

The following responsibilities will apply:

The BSUK Board has overall responsibility for ensuring that this Equality, Diversity & Inclusion Policy is followed and for dealing with any actual or potential breaches.

The CEO has operational responsibility for the implementation of the Equality, Diversity & Inclusion Policy.

The Head of Operations is designated by the Board, with support from relevant staff members, to take day-to-day responsibility for implementing the Equality, Diversity & Inclusion Action Plan and this will form part of his or her work programme.

All employees, volunteers and member organisations have responsibilities to respect, act in

accordance with and thereby support and promote the spirit and intentions of the Policy and, where appropriate, individual work programmes will be amended to include equity-related tasks.

A copy of this document will be available to all BSUK staff, volunteers and participants.

BSUK will take measures to ensure that its employment practices are non-discriminatory.

No job applicant will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job, or which constitute unfair discrimination.

A planned approach will be adopted to eliminate barriers that discriminate.

Consultants and advisers used by BSUK must be able, where appropriate, to demonstrate their commitment to the principles and practice of equity and their willingness to abide by this Policy.

The Policy will be communicated in the following ways:

- It will be part of the Employee Handbook and Board resources, and reference will be made to it in any codes of practice.
- It will be covered in all staff and volunteer induction training.
- It will be available on the BSUK website and intranet.
- Whenever the policy is reviewed, staff, Board members and volunteers will be encouraged to be part of the review process.

## **Monitoring and Evaluation**

The Policy will be reviewed every three years, unless any proposal to the Board, or legislation change, requires an interim review and/or amendment.

The Equality, Diversity & Inclusion Action Plan, created to ensure that the intent of this policy is delivered, will be reviewed by the Head of Operations on a regular basis.

As part of the organisation's overall strategic plan, the Equality, Diversity & Inclusion Action Plan will be reviewed by the BSUK Board on a regular basis and the results will be published both internally and externally.

## **Disciplinary and Grievance Procedures**

To safeguard individual rights under the Policy, an employee or volunteer who believes he/she has suffered inequitable treatment within the scope of the Policy may raise the matter through the appropriate grievance procedure.

Appropriate disciplinary action will be taken against any employee or volunteer who violates BSUK's Equality, Diversity & Inclusion Policy.

An individual may raise any grievance, and no employee, volunteer or participant will be penalised for doing so unless it is untrue and not made in good faith.

As with all grievance procedures, the final point of appeal relating to this Policy is the BSUK Board.

## **Safeguarding**

### **Introduction**

Everyone who participates in baseball or softball is entitled to do so in an enjoyable and safe environment. To ensure that this is the case, BSUK has developed principles that all its staff, volunteers and participants should follow.

These principles apply to all participants, but young people in particular are entitled to a higher duty of care and to be protected from poor practice or abuse. Abuse can occur within many situations, including the home, school and the sporting environment. Some individuals will actively seek employment or voluntary work with children in order to harm them. BSUK is committed to devising and implementing policies so that everyone in the sport accepts their responsibilities to safeguard children from harm and abuse.

This means following procedures to protect children and to report any concerns about their welfare to appropriate authorities.

Everyone working in baseball and softball, either in a paid or voluntary capacity, together with those working in affiliated organisations, has a role to play in safeguarding the welfare of children and

preventing their abuse. Anyone may have regular contact with children and can be a very important link in identifying cases where a child needs protection.

BSUK advises that coaches of young players should be BSUK-qualified and licenced and that, in any case, they fully accept the UK Coaching Code of Conduct which is included in all BSUK Coaching Course handbooks.

Please refer to the documents on the BSUK website - Safeguarding - for more detailed safeguarding information.

## Policy Statement

BSUK is committed to the following:

- The welfare of young people is paramount.
- All young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity, should be able to participate in baseball or softball in a fun and safe environment.
- All reasonable steps should be taken to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- All BSUK employees who work with young people will be recruited with regard to their suitability for that responsibility and will be provided with guidance and/or training in good practice and safeguarding procedures.
- All affiliated organisations will similarly accept responsibility for the welfare of the young people in their care in accordance with the BSUK's policies and procedures and will incorporate this within their Constitutions.

## Recruitment, Employment and Deployment of Staff and Volunteers

### Introduction

All reasonable steps must be taken to ensure that unsuitable people are prevented from working with young people. The same procedures should be adopted whether those doing the work are paid or unpaid, full or part-time, or volunteers.

## 1. Pre-recruitment Checks

The following pre-recruitment checks should always be carried out (see below):

## 2. Advertising

If any form of advertising is used to recruit staff, it should reflect:

- The aims of the BSUK and, where appropriate, the particular programme involved.
- The responsibilities of the role.
- The level of experience or qualifications required (e.g. experience of working with children is an advantage).
- BSUK's open and positive stance on safeguarding.

## 3. Pre-Application Information

Pre-application information sent to interested or potential applicants should contain:

- A job (or role) description including roles and responsibilities.
- A person specification (e.g. the qualifications or experience required).
- An application form.

## 4. Applications

All applicants, whether for paid or voluntary positions, should complete an application and self-declaration form which should elicit the following information:

1. Name, address and National Insurance Number (to confirm identity and right to work). Contact number, Date of Birth, Club name, Role applying for.
2. Relevant experience, qualifications and training undertaken.
3. A list of past involvement in sport (to confirm experience and identify any gaps).
4. Any criminal record (where appropriate and relevant). Both spent (where relevant), unspent or any type of caution.
5. Any current criminal investigations or pending prosecutions by the Police in any country which may have a bearing on the position applied for
6. Whether the applicant is known to any children or adult social care department as being an actual or potential risk to children, young people or vulnerable adults via a self-disclosure question to establish whether they have ever had action taken against them in relation to child abuse, sexual offences or violence.



7. Whether they have been the subject of any formal action, disciplinary, investigation or sanction by any organisation due to behaviour towards children or vulnerable adults or dismissed from any employment or volunteering position that may have bearing on the suitability for this position.
8. The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children and young people (e.g. previous employers).
9. Any former involvement with sport.
10. The applicant's consent to criminal record checks being undertaken where appropriate (e.g. if there is regular contact with children).
11. The applicant's consent to abide by the BSUK Code of Ethics and Conduct appropriate to the position sought (e.g. coach, official etc).

The form should also state that failure to disclose information or subsequent failure to conform to the Code of Ethics will result in disciplinary action and possible exclusion from the activities of BSUK.

## Checks and References

Criminal record checks (eg Disclosure and Barring Service checks) will be carried out for all applicable roles.

A minimum of two written references should be taken up and at least one should be associated with former work with children/young people. If an applicant has no experience of working with children, training is strongly recommended. Written references should always be followed up and confirmed by telephone.

A self-disclosure form should be adopted as part of the BSUK Register (registers need to be extended to all those with substantial access to children).

Checks may be carried out with the following organisations that maintain information about individuals who are deemed to be unsuitable to work with children:

- In England and Wales: Disclosure and Barring Service (DBS).
- In Scotland: The Scottish Office (Social Work Services Group).
- In Northern Ireland: The DHSS Pre-employment Consultancy Service (PECS).

## Interview and Induction

It may or may not be appropriate to conduct a formal interview. If it is, it should be carried out according to acceptable protocol.

All staff, paid or voluntary, will undergo a formal or informal induction in which:

1. Requisite qualifications are substantiated.
2. They complete a profile to identify training needs/aspirations.
3. They sign up to the BSUK Code of Conduct.
4. The expectations, roles and responsibilities of the job or role are clarified (e.g. through a formal or informal work programme or goal-setting exercise).
5. All relevant policies and procedures including the Safeguarding procedures are explained.
6. A welcome pack containing the relevant policies and procedures, codes of conduct, points of contact, key personnel details, details of probationary period if required.

Policy Last reviewed	Reviewed By (Consultant)	Approved by	Next review date
Feb 24	Katherine Bates		Feb 26







